Rowan Tree Practice and Church Street Practice

***JOINT REGISTRATION POLICY***

# From the above date we will be requesting identification and proof of address for all patients wishing to register at the practice. The reasons for this are:

1. To check eligibility for NHS care.
2. To ensure the correct medical record is obtained.
3. To confirm the patient actually lives in the catchment area.

## **WHAT WILL YOU NEED TO PRODUCE:**

### IDENTIFICATION - Passport or Photo Driving Licence. Normally one form of ID will suffice although on rare occasions you may be asked to provide a 2nd document.

PROOF OF ADDRESS - Any one of the following:

Utility bill in last 4m

Bank, credit card (not store card) or mortgage statement in last 4m

####  Current tenancy agreement

 Government agency letter including: Local government, Pensions Agency, Home Office,

 Inland Revenue, HM Customs & Excise, DWP etc.

 Higher Education letter

 Letter from a recognised employer

It is our practice policy to welcome all individuals who are entitled to NHS care. On occasions it is difficult to ascertain whether, or not, an individual is eligible for care so please be patient with the receptionist. If you do feel you have been treated unfairly please ask to speak to the Practice Manager.